

01- R-1785

A RESOLUTION

BY CITY UTILITIES COMMITTEE

A RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE TO APPROVE A NOTICE TO PROCEED WITH JORDAN, JONES AND GOULDING, INC./ENGINEERING DESIGN TECHNOLOGIES, INC.- JV FOR FC-6710-96D, ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES TO PROVIDE MAINTENANCE MANAGER TRANSITION SERVICES FOR THE R. M. CLAYTON WATER RECLAMATION CENTER ON BEHALF OF THE DEPARTMENT OF PUBLIC WORKS IN AN AMOUNT NOT TO EXCEED ONE HUNDRED NINETEEN THOUSAND NINE HUNDRED TWENTY THREE DOLLARS (\$119,923.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBER: 2J24 524001 M52I20169999.

WHEREAS, the City of Atlanta did enter into FC-6710-96D, Annual Contract for Architectural and Engineering Services; and

WHEREAS, the Department of Public Works does require maintenance manager transition services to assist in the training and development of the newly recruited DPW Maintenance Manager at the R. M. Clayton Water Reclamation Center; and

WHEREAS, the Commissioner of the Department of Public Works and the Purchasing Agent of the Bureau of Purchasing and Real Estate have recommended that Jordan, Jones and Goulding, Inc./Engineering Design Technologies, Inc. - JV, to provide maintenance manager transition services; and

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, that the Mayor be and is hereby authorized to approved Notice To Proceed with Jordan, Jones, and Goulding/Engineering Design Technologies, Inc., JV for FC-6710-96D, Annual Contract for Architectural and Engineering Services in an amount not to exceed One Hundred Nineteen Thousand Nine Hundred Twenty-three Dollars (\$119,923.00); and

BE IT FURTHER RESOLVED, that the Purchasing Agent of Purchasing be and is hereby directed to prepare an appropriate contractual agreement for execution by the Mayor, to be approved by the City Attorney as to form.

BE IT FURTHER RESOLVED, that this Notice to Proceed should not become binding on the City, and the City shall incur no liability upon same until such contract has been executed by the Mayor and delivered to the contracting party.

BE IT FINALLY RESOLVED, that all services for said Notice to Proceed shall be charged to and paid from fund account and center number: 2J24 524001 M52I20169999.

KOB (10-11-01)



CITY OF ATLANTA

BILL CAMPBELL
MAYOR

SOUTH RIVER W.P.C.
2640 JONESBORO ROAD, S.E.
ATLANTA, GEORGIA 30315 - 8504
404-622-2121
FAX: 404 -- 350-6123

DEPARTMENT OF PUBLIC WORKS
NORMAN A. KOPLON, P.E.
Interim Commissioner

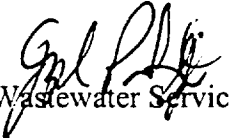
JOHN GRIFFIN
GARNEY INGRAM-REID
DAVID PETERS, P.E.,
Deputy Commissioner

2001 OCT 13 11:11:02

MEMORANDUM

TO: Felicia Strong-Whitaker,
Director, Bureau Purchasing & Real Estate

CC: David Peters,
Chief Environmental Officer & Public Works, Deputy Commissioner

FROM: Joe Porter, 
Director, Bureau Wastewater Services

DATE: October 10, 2001

RE: Request to issue Notice to Proceed for Jordan Jones and Goulding to provide
Maintenance Manager Transition at the R.M. Clayton Water Reclamation Center

The attached scope of work from Jordan Jones and Goulding includes those activities that must be done to provide Maintenance Manager Transition Services at the R.M. Clayton plant. The maintenance manager transition at R.M. Clayton is critical to the plant being able to provide continuous maintenance of plant equipment as required by the consent decree. The proposal has been reviewed and is acceptable for completion of the Maintenance Transition task. Please issue a notice to proceed under the annual contract so that these tasks may be completed.

Please let me know if you have questions or need additional information regarding this request.

**JORDAN
JONES &
GOULDING**

6801 Governors Lake Parkway
Building 200
Norcross, Georgia 30071
T 770.455.8555
F 770.455.7391
www.jjg.com

September 10, 2001

Mr. Joseph Porter
Manager, Wastewater Services
2440 Bolton Road, NW
Atlanta, Georgia 30318

Subject: Proposal to Provide Maintenance Manager Transition Services at the
R. M. Clayton Water Reclamation Center

Dear Mr. Porter:

Please find attached a proposal for providing the referenced maintenance manager transition services for at the R. M. Clayton WRC. We look forward to providing these services, in conjunction with our sub-consultant, Boxer Environmental, Inc.

If you have any questions or need additional information, please contact Troy Loetzerich or myself. We look forward to working with you on this important project.

Sincerely,

JORDAN, JONES & GOULDING, INC.

A handwritten signature in black ink, appearing to read "Hill Baughman / ses".

Hill Baughman
Manager, Operations Services

HHB/ses

cc: Troy Loetzerich

MAINTENANCE MANAGER TRANSITION PROPOSAL

Jordan, Jones & Goulding (JJ&G), Inc., has developed the following Maintenance Manager Transition (MMT) Project Approach as requested by Mr. Joseph Porter, Director of Wastewater Treatment for the City of Atlanta. This MMT is to be conducted at the R.M. Clayton Water Reclamation Center (WRC). JJ&G will perform this work in association with its subcontractor, Boxer Environmental (BOXER), Inc.

In order to expedite the implementation of this MMT Task Order JJ&G has developed the following approach:

Project Schedule:

The MMT Project will coincide as closely as possible with the proposed Machine Condition Evaluation and is also scheduled to run for a thirteen (13) consecutive week duration.

Project Team:

JJ&G Senior Operations Specialist, Mr. Troy Loetzerich will provide the overall project management and coordination between the MMT team and the WRC Operations and Management Staff.

Mr. Rich Lansdown, will oversee the MMT team's day-to-day work schedules and assist the JJ&G Project Manager, as required, to facilitate the resolution of any project related issues.

Boxer will recruit (as quickly as possibly) a suitable Maintenance Manager Candidate that is qualified to implement the day-to-day maintenance management requirements necessary to facilitate the transition of the RM Clayton WRC Maintenance Program from a reactive to proactive mode.

Mr. Lansdown, Mr. Sendra, Mr. Roldan and Mr. Loetzerich will provide training and hands-on assistance to the newly recruited Maintenance Manager to ensure that he/she develops a thorough understanding of the current maintenance requirements at the WRC. The goal of this proposal is to provide the City with a maintenance manager that is capable of prioritizing, scheduling and managing the WRC Maintenance Program in a Proactive manner.

Maintenance Manager Transition:

It is the intent of JJ&G / Boxer to have recruited a full time maintenance manager (to be screened and approved by the City) within 30 days of the notice to proceed on this project. Mr. Lansdown will immediately take on the day-to-day responsibility of the RM Clayton WRC Maintenance Program upon notice to proceed with this Task Order and will remain in responsible charge of this position until the new and fully trained maintenance manager is transferred over to the City's employment. Mr. Joel Sendra will provide back up to Mr. Lansdown on a periodic basis. The entire transition project is anticipated to have a 13-

week duration. If at the end of the 13-week period, the City decides not to offer employment to the designated maintenance manager, this project could be extended, at the City's discretion, or terminated.

Project Budget:

The proposed cost for the MTT Project is ~~\$106,212~~. This fee includes the following:

- a. Weekly project management time for the JJ&G project manager, billed at our contractual labor rates - \$8,400.
- b. Sub consultant fees (Boxer) - \$106,212.
- c. Subcontractor markup - \$ 5,311.

See Table 1 for a cost breakdown for this project.

Table 1
Maintenance Manager Transition Cost Estimate

Staff	Rate	Hours	Total	Total
Jordan Jones and Goulding Project Management				
Loetzerich	\$70.00	120	\$8,400	
Sub Markup(5%)			\$5,311	
Subtotal				\$13,711
Boxer Environmental, Inc				
J. Sendra	\$95.00	80	\$7,600	
R. Lansdown	\$95.00	400	\$38,000	
L. Roldan	\$69.00	160	\$11,040	
Maint Manager	\$63.02	520	\$32,770	
Other Direct Costs			\$16,802	
Subtotal				\$106,212
Total				\$119,923

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIGDEON

Commissioner's Signature

Director's Signature

Originating Department: DPW

Contact Person: Keith Brooks X 6382

Committee(s) of Purview: City Utilities

Council Deadline: October 16, 2001

Committee Meeting Date(s): October 30 & 31, 2001

Full Council Date: November 5, 2001

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE TO APPROVE A NOTICE TO PROCEED WITH JORDAN, JONES AND GOULDING, INC./ENGINEERING DESIGN TECHNOLOGIES, INC.- JV FOR FC-6710-96D, ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES TO PROVIDE MAINTENANCE MANAGER TRANSITION SERVICES FOR THE R. M. CLAYTON WATER RECLAMATION CENTER ON BEHALF OF THE DEPARTMENT OF PUBLIC WORKS IN AN AMOUNT NOT TO EXCEED ONE HUNDRED NINETEEN THOUSAND NINE HUNDRED TWENTY THREE DOLLARS (\$119,923.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBER: 2J24 524001 M52120169999.

BACKGROUND

CONSULTANT WILL PROVIDE MAINTENANCE MANAGER TRANSITION SERVICES TO DEVELOP A TRAINING AND HANDS-ON ASSISTANCE PROGRAM FOR THE NEWLY RECRUITED DPW MAINTENANCE MANAGER TO ENSURE THAT HE/SHE DEVELOPS A THOROUGH UNDERSTANDING OF THE CURRENT MAINTENANCE REQUIREMENTS AT THE WRC.

FINANCIAL IMPACT (if any) \$119,923.00

Mayor's Staff Only

Received by Mayor's Office:

10/15/01
(date)

Reviewed by:

JS
(initials)

(date)

Submitted to Council:

(date)

Action by Committee:

☐ Approved ☐ Adversed ☐ Held ☐ Amended
☐ Substitute ☐ Referred ☐ Other